

Good Samaritan Hospital Corvallis

JOB DESCRIPTION

JOB TITLE: Trauma Program Manager

DATE: 07/25/01

DEPARTMENT: Trauma Services

PREPARED BY: Patient Care Services

REPORTS TO: Vice President Patient Care Services

JOB SUMMARY/PURPOSE:

1. Responsible for the coordination of health care services for all trauma patients during acute and continued care periods. Assists the organized multi-disciplinary trauma team to develop a philosophy of care consistent with providing quality service, including the development of educational and administrative activities related to the care of critically injured patients.
2. Works closely with the Trauma Services Medical Director and other hospital medical staff, leadership, and prehospital care providers to coordinate all aspects of the trauma program and ongoing staff/public education. Communicates routinely with other department managers and medical directors.
3. Performs in the following roles: coordinator (clinical role model, administration and consultant), educator, and evaluator.
4. Maintains Trauma Registry database.

DUTIES AND RESPONSIBILITIES: (*denotes essential functions)

1. *Core Values:
 - a. Exemplifies through the values, beliefs and practices the philosophy and mission statement of Good Samaritan Hospital.
 - b. Maintains confidentiality concerning hospital business and finances, employees, medical staff and patient records.
 - c. Participates in and practices proper safety management in accordance with all established Hospital and governmental regulations. This includes, but not limited to: proper usage of equipment and materials, timely and accurate reporting of injuries, hazardous conditions or malfunctions, and attendance at educational seminars, inservices or staff meetings focusing on safety.
 - d. Demonstrates the knowledge and skills necessary to provide trauma care planning and/or education appropriate to the age of the patients served; and demonstrates knowledge of the principles of growth and development over the human life span and possesses the ability to assess data reflective of the patient's status requirements relative to his or her age-specific needs. Monitors care of patients through trauma care continuum.

2. *Coordinators Role:

- a. Plans, organizes, and facilitates the following meetings: Trauma QI/ Peer Review, Trauma Case Review, and Trauma Conferences.
- b. Represents Trauma Services on key, identified hospital committees (i.e. Emergency Department, Emergency Preparedness, and EMTALA).
- c. Represents Good Samaritan Hospital on the ATAB2 Advisory Board and attends State Trauma Advisory Board meetings.
- d. Coordinates the development, implementation, review and revision of trauma standards, policies, procedures, and protocols.
- e. Interacts with all hospital departments, medical staff, area EMS Physician Advisor/Paramedics serving as a resource for the trauma system and liaison for trauma services. Provides evaluative input regarding staff performance to managers.
- f. Reviews trauma documentation for accuracy and completeness. Provides appropriate follow-up to nursing and ancillary staff.
- g. Manages Trauma Services financial resources.

3.* Educator Role:

- a. Identifies educational needs of the staff who participate in trauma care, and communicates needs to appropriate individuals. Plans trauma educational opportunities for nurses, physicians, and ancillary staff.
- b. Provides and/or coordinates inservice education, both formal and informal, on protocols, policies and procedures related to trauma.
- c. Participates in trauma team activations. Participates in evaluating the performance of all trauma team members; identifying areas for improvement in both individual and team function.
- d. Plans and actively participates in public education and prevention projects. Administers the Seatbelt Diversion Program in conjunction with Corvallis Municipal Court.

4* Evaluator Role:

- a. Develops an annual plan for quality assurance and quality improvement in conjunction with the organization-wide performance improvement initiative. Participates in special focus monitoring as problems are identified providing feedback leading to solutions. Maintains and oversees the Trauma Registry database integrity through monitoring and monthly completion of the Trauma Log and Trauma Registry Abstracts. In addition: 1) enters data on the computer registry program and generates trauma patient data and 2) forwards copies of all Trauma Registry data to the Oregon State Health Division

- b. Analyzes trauma data, providing ongoing evaluation of the trauma system, making recommendations for changes in trauma team response, equipment, documentation, policies and procedures.
 - c. Monitors and maintains records on all trauma patients entered into the system; working with pre-hospital personnel, following the care of the patient from the scene of injury through the emergency department, the operating room, the critical care unit, the medical-surgical unit.
- 5.* Maintains current knowledge of trauma care via literature review or attendance at regional and national seminars.
- 6* Communicates effectively among all caregivers and individuals within the trauma system.
- 7* Completes all other duties as assigned.

QUALIFICATIONS:

- 1. Education/Experience
 - a.* Current RN license.
 - b.* Must have a minimum of six years as an emergency department nurse.
 - c.* Current TNCC/ TEAM, ENPC/PALS and ACLS required.
 - d.* Evidence of at least sixteen hours of trauma continuing education in the last four years.
- 2. Job Knowledge and Skills
 - a.* An understanding of emergency services and trauma systems.
 - b.* An ability to communicate effectively (both written and verbal) with medical personnel and the public.
 - c.* An ability to work under conditions that are sometimes stressful with frequent interruptions and changing deadlines.
 - d.* An ability to establish priorities and complete activities independently or with limited supervision.
 - e. A familiarity with quality improvement principles and techniques.
 - f. Experience with word processing and spreadsheet development.

ACCOUNTABILITY:

Is responsible to the Vice President Patient Care Services for all duties outlined in the position description. Reports all significant problems, events and occurrences on a timely basis; consult routinely to clarify policy and departmental goals and objectives; and obtains authorization from the Vice President of Patient Care Services in all matters that require his/her authority and sanction.

CONTACTS:

- 1. Internal: Interacts with hospital administration, staff and medical staff.
- 2. External: Represents the hospital to various publics contacting the Emergency Department/Trauma Services by phone, correspondence or in person.

PERFORMANCE EVALUATIONS:

- 1. Evaluation shall be conducted at six months following employment and annually thereafter.

2. Evaluation shall be performed by the Vice President of Patient Care Services.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Physical work is light with occasional lifting and moving of business equipment or documents.
- 2.* Manual dexterity is essential to the operation of business machines.
- 3.* Speaking and hearing are essential in communicating with hospital staff and medical staff.
- 4.* Near-visual acuity is essential in reading reports and maintaining records.